

# VicSmart Checklist 1

## Realign a boundary between two lots



### Pre-application discussion: Was there a pre-application meeting? Who with and when?

☐ No ☐ Yes – Planning Officer: \_\_\_\_\_ Date: \_\_\_\_\_

### Information Requirements

For all planning permit applications the following MUST be provided:

- ☐ A fully completed application form
  - Ensure you have entered the correct address of the land, an accurate description of your proposal, a current email address and phone number, that the Applicant address is the correct postal address, and that the form is signed and dated.
- ☐ The application fee
- ☐ Signed declaration on the application form
- ☐ A full and current copy of the Certificate of Title (dated within 3 months of your application) and any restrictive covenant. The title information must include a 'register search statement' and the title diagram, and any associated instruments.

### Accompanying Information

Note: Council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with us. The following information must be provided as appropriate.

- ☐ A layout plan drawn to scale and fully dimensioned showing:
  - ☐ The location, shape and size of the site.
  - ☐ The location of any existing buildings, car parking areas, driveways, storage areas, loading areas and private open space.
  - ☐ The location of any easements on the subject land.
  - ☐ The location of the approved stormwater discharge point.
  - ☐ The location and details of any significant vegetation.
  - ☐ The location of any street trees, poles, pits and other street furniture.
  - ☐ Existing and proposed vehicle access to the lots.
  - ☐ Any abutting roads.
  - ☐ The location of the existing and proposed common boundary between the lots and the proposed size and shape of the realigned lots.
  - ☐ Any proposed common property to be owned by a body corporate and the lots participating in the body corporate.
- ☐ If the land is in more than one ownership, the consent of the owners of the land.
- ☐ If common property is proposed, an explanation of why the common property is required.
- ☐ A written statement that describes:
  - ☐ The existing use of the land and its possible future development.
  - ☐ The reason for the realignment of the common boundary.

#### Office Use

Yes N/A

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#### Office Use Only

Checked by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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- ☐ For land in an overlay, how the proposal responds to any statement of significance, objectives or requirements specified in the schedule to the overlay.
- ☐ If the land is in an area where reticulated sewerage is not provided, a plan which shows the location of any existing effluent disposal area for each lot or a land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the *Environment Protection Act 1970*.
- ☐ If the land is in a residential zone and the realignment of the common boundary will result in a vacant lot, information that shows that the vacant lot meets the requirements of Standard C8 of Clause 56.

### Office Use

Yes N/A

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### Note:

- ① If a proposal falls into more than one VicSmart class of application, the information requirements of each class apply and the corresponding checklists should be completed. For example:
  - If the land is in a Heritage Overlay also complete **Checklist 8 - Minor subdivision, minor buildings and works, painting or tree lopping in a Heritage Overlay**.
  - If the land is in a Special Building Overlay also complete **Checklist 9 - Minor subdivision, minor buildings and works in a Special Building Overlay**.

### Office Use Only

Checked by:

Signature:

Date: